

6TH BRIGADE PROFESSIONAL DEVELOPMENT



JANUARY 2001

"Professional Training For All, Our Mission Is Your Future"

6th BDE/104th DIV 13223 E Montview, Aurora CO 80010 (303) 365-3082



COMMANDER'S NOTES



USARC Unveils New Vision &

Mission Statements & SPIRIT, Program

ATLANTA — New vision and mission statements were unveiled for the U.S. Army Reserve Command at a ceremony hosted by Maj. Gen. Craig Bambrough, deputy-commanding general, on September 8.

The new vision and mission statements are just one part of the strategic planning initiative being undertaken by USARC. SPIRIT₃, or the "Strategic Planning Initiative Resulting in Teamwork, Transformation and Trust," was officially launched at the ceremony, as well. For several months, members of the USARC staff have been researching and laying the groundwork for an overall, far-reaching, pervasive plan to reenergize, refocus and fine-tune the organization, according to Bambrough.

Five separate action teams have been created to focus on specific areas identified for improvement. These include Action Officer Enhancement, Quality Staff Work, Metrics, Communications, and Employee Performance Agreement.

Each team was given a specific charter and time frame in which to develop plans to position the USARC for even greater success in the new millennium.

"I'm counting on these teams to help us identify just what 'good' is. What is a good action officer, what is good staff work, what is a good performance agreement? These are the answers we,

as leaders of the USARC, are looking for and we're going to the best source I can think of for the answers. The people who actually do the work," Bambrough said.

The strategic planning initiative was undertaken at the direction of Maj. Gen. Thomas Plewes, USARC commander. One of the first aspects of the initiative was to conduct a survey to assess the organizational health of the USARC. In addition to querying headquarters personnel, members of the Office of the Chief of the Army Reserve and various regional support commands as well as other subordinate command personnel were also surveyed.

Once these surveys were evaluated, a team consisting of managers and senior leadership, working in conjunction with consultants from Franklin Covey Company, developed a strategy to address the issues revealed by the survey.

The survey identified five areas in need of the most improvement, leading to the formation of the five Quick-Hit Teams.

The Quick-Hit Teams will continue their work as they prepare to make final recommendations to senior management in mid-November. Around that same time Long Term Teams will be created to carry-on and expand the work of the Quick-Hit Teams. Employee and supervisor participation in the entire SPIRIT₃ process is critical to its success. Updates will be provided on a regular basis on the progress of the Quick-Hit Teams. A SPIRIT₃ homepage is also being created on the USARC Intranet website.

We would like to invite all of our Battalions and NCOA to participate in our Brigade newsletter, please submit your articles to SSG Bruce. His e-mail address is rbruce@rma.army.mil or you may call him at (303)725-6844.





Consideration of Others Report (CO2)

By January 6, 2001, please submit your CO2 reports for the 1st Quarter of fiscal year 2000 (October - December 2000). Use the reporting format mailed to each S-1 office a few weeks ago. Please do not submit lists of soldier's names. In summary, all that is required is the following information:

- 1. Personnel Assigned:
 - a. AGR
 - b. Active Component
 - c. Mil Techs
 - d. TPU
 - e. Civilians
- 2. Assigned Commanders/Assigned 1SGs
- 3. Number of Discussion Groups conducted during the past quarter
- 4. Number of Personnel Attending Small-Group Discussions:
 - f. AGR
 - g. Active Component
 - h. Mil Techs
 - i. TPU
 - j. Civilians

Commissary Privilege Card (CPC)

USAR soldiers, former reserve members and their dependents are authorized commissary privileges if they meet eligibility requirements. The DD Form 2529, CPC, is mailed annually and authorizes 24 discretionary commissary shopping privileges per calendar year.

- a. TPU and IRR members must either perform a minimum of 12 days of annual training or earn 50 points within the previous retirement year to qualify for receipt of a CPC.
- b. For access to the commissary, soldiers must show their green Armed Forces ID Card and the CPC.
- c. Dependents must show their military ID Dependent card and the sponsor's CPC.
- d. Reservists on active duty (AD), active duty for training (ADT), or annual training (AT) are authorized unlimited privileges during the inclusive dates of such duty. Soldiers and their authorized dependents must show a copy of the orders and valid military ID. The CPC need not be presented or stamped when the appropriate orders are shown.
 - e. CPC's expire on 31 December of the year of issue.

Unused visits do not carry over to the next year. Soldiers may apply to replace lost or stolen CPC's through their unit administrator.

Employer Recognition Program

Employers, bosses, supervisors, etc. may be recognized with a "My Boss is a Patriot" award for their support of Reserve members. All Reserve members are eligible to nominate their employers. Forms are available at: http://www.esgr.org. (POC is CW2 Armenta at (303) 966-4760)

Scholarships for Military Children

High School Students of Reserve component soldiers can win scholarship awards worth at least \$1,500. Interested students (or Reservists) can pick up instructions and applications at commissaries or download them from the Defense Commissary Agency website at: http://www.commissaries.com. (POC is CW2 Armenta at (303) 966-4760)

New Dental Program for Reservists

Beginning 1 February 2001, reservists and their families will be able to participate in an expanded U.S. Government Dental Program if the reservists express an intent to remain in the Reserve for at least 12 consecutive months. Enrollment in the TRICARE Dental Program is voluntary and begins in December with coverage effective 1 Feb 01. Two types of plans are offered-premium sharing and full premium. More information is available by calling (800) 866-8499, or visiting http://www/ucci.com. (POC is CW2 Armenta at (303) 966-4760)

Reserve Pay Increasing January 2001

Attached Pay Chart here.

<u>S1 SOP and Suspense Information Available on 6th Brigade</u> Web Site

Effective by mid-January 2001, the S1 hyperlink on our website: www.6bde.army.mil will contain the following items.

- 1. The new 6th Brigade's "Enlisted and Officer Personnel Management" SOP (Rev 1.1)
- 2. All Brigade and Division S1 suspense-reporting formats;
- 3. The S1 Suspense Roster sorted by date for the next few months (POC CW2 Armenta (303) 966-4760.)

Congress Extends VA Home Loan Guarantees

The American Forces Press Service reports that Congress has extended two 1992 improvements to the Department of Veterans Affairs Home Loan Guarantee Program that were due to expire in 2001. Reserve members can now apply for the program through December 2007. To be eligible, Reservists must have at least six years service in the Reserve, but they need not be

consecutive years. For more information, visit the Department of Veterans Affairs Web site at www.homeloans.va.gov/...

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Armenta

(303)

966-4760)

Thrift Savings Plan Enrollment Season Coming

Reservists will be able to participate in the federal Thrift Savings Plan beginning in October 2001. The plan will allow service members to invest as much as 5 percent of monthly basic pay or reserve drill pay and the full amount of any bonuses up to a maximum annual contribution of \$10,500. The program is similar to 401(k) investment plans that allow private-sector workers to contribute toward their retirement in tax-free accounts. Unlike some civilian retirement plans, military participants would not receive any matching funds for their contributions. Military members would be eligible for a 60-day "open season" enrollment window beginning in October. The Thrift Savings plan is the largest such program in the nation with 2.5 million government employees already enrolled.

(POC CW2 Armenta (303)966-4760)

Change in Military Service Academy Nominations

Reserve members can now apply to send their sons and daughters to military service academies via Presidential nomination if they have eight or more years of active duty service or have qualified for a non-regular retirement. The American Forces Press Service reports that the President has the authority to nominate 100 individuals to each of the service academies each year. Previously, only active duty service members were eligible for such nominations. Information on service-connected and Presidential nominations to the U.S. Military Academy is available at www.usma.edu/admissions/step2a.asp. Similar information may be obtained by contacting any of the other service academies.

(POC CW2 Armenta (303) 966-4760)

6TH BRIGADE, HHD DRILL SCHEDULE

Drill Weekend		<u>Drill Number</u>
6 - 7 3 - 4 3 - 4 7 - 8 5 - 6 2 - 3 7 - 8 4 - 5 8 - 9	FEB 00 MAR 00 APR 00 MAY 00 JUN 00 JUL 00	13 - 16 17 - 20 21 - 24 25 - 28 29 - 32 33 - 36 37 - 40 41 - 44 45 - 48

104TH DIVISION NEWS

DCSIM Help Desk Hours

The DCSIM helpdesk is staffed daily from 0800-1600. The Helpdesk number is 800-517-8379x4202. All automation problems first must go through the helpdesk. The helpdesk staff will try to troubleshoot all problems prior to sending the situation to a technician. All calls and emails going directly to a technician will be rerouted to the helpdesk. [Helen Hanna, Ext 4203]

New PT Uniform Problems

Drill Sergeants are reporting problems with the new PT uniform. Specifically, the Army logo on the PT shorts is washing off and the drawstring is coming detached along the back of the waistband. The problem may be with soldiers failing to follow the correct laundry procedures. The tag on the PT shorts specify how to care for the shorts. The delicate wash cycle and light heat drying cycle should be used when washing and drying the PT shorts. [LTC Wilson, Ext. 4169]



S-4



Suspenses

Material Status Report - NCOA - 4 Jan 2001 (feeder) PAADR Report - All BN's, NCOA, Bde - 7 Jan 2001 (negative reports requested)

Annual Property Book Reconcilation - 10th Bn- 6 Jan 2001 1005 Inventory - 10th Bn - 6 Jan 2001

PBO appointment memo - 10th Bn - 6 Jan 2001

Food Service Account Card Report - NCOA, 10th Bn, 11th Bn, HHD - 7 Jan 2001

The S-4 Section would like to thank everyone for their assistance during the Brigade Training Workshop and Conference. Everything appeared to go well.

MSG Frazier and other members of the S-4 staff will be in Phoenix visiting the 10th Battalion, conducting a Command Supply Discipline Inspection during drill this month. The 104th Division DCSLOG will also be visiting the 10th Battalion this weekend. The Division visit is to validate the Battalion's nomination for the Supply Excellence Award. However, there should be enough staff in the office to assist in any Bde logistics issues.



INFORMATION MANAGEMENT



ARMY-WIDE ENTERPRISE FORMS SOFTWARE SITE LICENSE:

Effective 29 September 2000, the U.S. Army Publishing Agency (USAPA) finalized a BPA order with Comark Federal Systems for an Army-wide Enterprise Forms Software Site License with JetForm Corporation. The order provides The Army (Active Military, Army National Guard, Army Reserve, and Army Civilians) a license to use two JetForm products (either FormFlow 2.23 or FormFlow 99) at no further cost to Army-wide users. The site license eliminates the need for activities to purchase individual licenses in perpetuity and annual maintenance for FY 01, resulting in significant savings to Army activities. This order also provides USAPA with ReachForm—a product providing USAPA the technology to implement web forms for all users on the official US Army Publishing Agency website.

USAPA is working on an implementation plan, and as soon as it is ready, the USAPA Home Page will have instructions on how and where to obtain the software. Implementation is expected to be a gradual process, lasting between 3 to 4 months. Any Army organization with current licenses for FormFlow 2.X may share the software with other Army users who may not have any FormFlow software or need to update old versions of the software.

As mentioned above, the license is for either FormFlow 2.23 or FormFlow 99. In order to have both FormFlow 2.23 and FormFlow 99 available on a computer at the same time, a user must purchase a "Companion" license. There is no benefit to having both softwares available unless you are developing webbased applications and/or testing FormFlow 99 forms. If that is the situation, the "Companion" license is the vehicle for each individual involved in the test and needing both licenses. USAPA is in the process of converting the inventory of FormFlow 2.22 forms over to FormFlow 99. Once the full inventory of forms is available in FormFlow 99, the Enterprise license allows FormFlow 2.22 users to exchange their licenses for FormFlow 99 licenses.

The Companion license can be purchased off the Enhanced Technology (ET-1) BPA with Comark Federal Systems, through the U.S. Army Small Computer Program. For further information on the Companion license, please contact Steve Miller, steven.miller@mail1.monmouth.army.mil or Todd Leskoski, tleskoski@comark.com.

The implementation process will take time. Please be patient. Further guidance will be made on the USAPA Home Page

SUBJECT: ARMY POLICY ON THE USE OF WEB-BASED OR INTERNET SERVICE PROVIDER (ISP) E-MAIL AC-COUNTS FOR OFFICIAL ARMY BUSINESS

- 1. The Purpose Of This Message Is To Reiterate DOD And Army Policy On The Use Of Federal Government Sponsored E-Mail Accounts For Official Army Business. The Need To Reiterate This Policy Is Due To The Growing Popularity Of Using Non-Approved ISP Or Web Based Systems As Alternative E-Mail Addresses For Official Army Business.
- 2. Army Employees Will Employ Government Owned E-Mail Systems For Authorized, Unclassified U.S. Government Business. Army Employees Will Not Use Unapproved Accounts [Such As Hotmail Or Yahoo Mail] For Official Army Business Unless Specifically Authorized To Do So By Their Director Of Information Management Or Deputy Chief Of Staff For Information Management (DOIM)/(DCSIM).
- 3. DOIMS/DCSIMS (In Coordination With The Designated Approving Authority) Will Ensure ISP, Or Web Based E-Mail Systems Are Approved Only When It Is Mission Essential And Army Owned E-Mail Systems Are Not Available. When Approved, Users Will Take Special Precautions To Ensure That Any Sensitive And/Or Classified Information Is Not Released Using This E-Mail System.
- 4. In Accordance With Army Regulations, Army Employees Shall Not Transmit Classified Information Over Any Communication System Unless It Is Transmitted Using Approved Security Procedures And Practices.
- 5. Army Employees Should Exercise Extreme Care When Transmitting Any Sensitive Information, Or Other Valued Data. Information Transmitted. Over An Open Network (Such As Through Web Based Or ISP Unsecured E-Mail) May Be Accessible To Anyone Else On The Network.

It is imperative that all users who use ISP based e-mail accounts get army approved account, ASAP. If you surf to http://www.us.army.mil you can sign up for a free e-mail account.

ACCESS TO ARMY PORTALS

Access to the Army Portal is available to all members of the active Army, Army National Guard, Army Reserves, DA Civilian, as well as retirees. Users may access the Army Portal regardless of your location or network domain (for example, from home).

Account activation requires providing your name, Social Security number and date of birth for verification. It is solicited for the sole purpose of verifying your eligibility for access to the Army Portal. If not provided, you will be denied access. SSN and DOB information you provide to the Army Portal is compared against Total Army Personnel Database (TAPDB) data. The SSN and DOB information you provide will be safeguarded and will not be made available on any website and cannot be seen by any other users.

Currently, registrants who provide this information and have access to a ".mil" email address will be automatically activated. If a non ".mil" address is provided, then a waiting period is required. This process will be automatic for all users soon.

Your username will be selected by you based on some choices that use the first, last, middle, and nickname you provide (e.g. first.last, nickname.last, first.middleinitial.last). The username will be used for login as well as for your lifetime email (e.g. first.last@us.army.mil).

6TH BRIGADE WEB SITE IS NOW ON-LINE:

Please remember this web site is still under constructions. In order to see the new web page on the internet go to this URL: http://www.6bde.army.mil

*(Updated) Army Computer Based Training - is also on-line and free to all Government and Army personnel. Use your web browser and go to http://www.armycbt.jccbi.gov/armycbt or http://158.6.12.20/cbtweb/index.htm to register.

BDE TELEPHONE NUMBERS

AND E-MAIL ADDRESSES 6th Bde Cdr COL SUCHANEK 303-365-3086 gerry-suchanek@uiowa.edu 6th Bde XO **COL DIAL** 303-365-3085 neil_dial@dell.com 6th Bde IM NCO SSG BRUCE 303-725-6844 rbruce@rma.army.mil 6th Bde, SSA Mr. WESTBROOKE 303-365-3082 ierrold.westbrook@usarc-emh2.army.mil Mr. KISSLING 303-365-3083 6th Bde, SSA robert.kissling@usarc-emh2.army.mil 6th Bde S-1 **CPT WHYTE** 303-365-3088 lwhyte@uswest.com 6th Bde S-1, Per Tech CW2 ARMENTA 303-365-3088 hgarmenta@email.com 6th Bde S-3 LTC PATTERSON 303-365-3087 redlegjay@hotmail.com 6th Bde S-4 **MAJ GEORGE** 303-365-3088 dave.george@rfets.gov 6th Bde S-3, SOTS Mr. STANEK 303-365-3096 staneki@usarc-emh2.army.mil HHD, Commander **CPT Schuyler** 303-365-3089 schuyler@att.net HHD, 1SG SFC REEDY 303-365-3089 janetreedy@centura.org HHD, UA Ms. Sabrina Fierro 303-365-3081 sabrina.fierro@usarc-emh2.army.mil 6th Bde/HHD **FAX MACHINE** 303-365-3090

